

## ***HUMAN RESOURCES DIRECTOR***

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### **DEFINITION**

This management level position is responsible for developing and administering a comprehensive human resource administration program consisting of classification and compensation, recruitment and selection, employee relations and staff training and development.

### **DISTINGUISHING CHARACTERISTICS**

Under general direction of the Court Executive Officer or the Assistant Court Executive Officer, this single incumbent management position is responsible for program development, coordination and goal setting in the human resources area. Employees in this classification receive limited direction within a broad framework of policies and procedures and may oversee the work of technical and clerical workers. Assigned duties require the exercise of judgment to choose among possible actions, sometimes without clear precedents. Incumbents perform their work independently with minimal guidance from a member of the courts executive management staff.

### **TYPICAL TASKS**

- Plans, organizes, assigns, and supervises the work of a department including setting work priorities, determining methods and procedures to be used, resolving problems, selecting alternatives, and performing the most complex and sensitive work.
- Plans, organizes, directs and coordinates personnel programs including labor relations, employee relations, recruitment/selection, training, policy/rule development, classification, compensation, payroll, workers' compensation, and other employee programs for all court locations.
- Represents executive management in negotiations with employee organizations; develops and prepares the Court's bargaining position for contract negotiation; ensures that the affected court locations are involved and informed about the status of the bargaining process.
- Develops and maintains Court personnel policies and procedures; works with Court managers to determine policy and procedures that effectively serve the organization; informs Court managers of changes in employment law.
- Oversees the discipline and grievance processes; oversees performance management program for the Court; advises managers and supervisors on disciplinary matters, effectiveness of procedures, organizational structure and job design; reviews harassment and discrimination investigations.
- Selects, trains, evaluates, and supervises staff.
- Consults with and performs or supervises sensitive staff work for the Court Executive Office; assists executive management in the implementation of new organizational strategies.

- Meets regularly with Court Directors and Court Administrators to gain information regarding organization culture and operational problems; assists in the implementation of teamwork strategies to achieve organizational objectives.
- Serves on committees and task forces for the Superior Court and state and national organizations.
- Performs related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Principles, functions and practices of public personnel administration; local, State and Federal laws pertaining to employment law, workers' compensation.
- State unemployment insurance and labor relations.
- Principles, scope, and process of collective bargaining; standard negotiating strategies.
- Principles, methods and techniques of position classification, compensation and selection procedure development, interviewing and training.
- Budget techniques and practices.
- Salary administration.
- Grievance procedures.
- Job analysis methods and techniques.
- Statistical and research methods.
- Management and supervision principles and practices.

### **Ability to:**

- Supervise the work of subordinate managers, supervisors, and professional staff; identify and resolve complex management issues.
- Develop organizational expectations relating to service delivery and individual performance.
- Mediate and resolve disputes.
- Evaluate program effectiveness.
- Develop and implement operational change to support strategic efforts.
- Respond to legislative change, and improve efficiency/effectiveness.
- Understand and apply laws and statutes.
- Develop and conduct independent research projects.
- Review literature, codes, laws, records, and prepare reports.
- Understand and interpret the effect of legislative changes on assigned services.
- Advocate the Court's position in matters before the Legislature, Judicial Council, and the Administrative Office of the Court.
- Prepare concise reports and verbal recommendations on complex issues.
- Make formal verbal and written presentations.
- Effectively communicate with people of diverse socio-economic backgrounds and temperaments.

## **EXPERIENCE/EDUCATION**

Date Established: November 21, 2003  
Date of Last Revision: July 26, 2004

Classification Code: 2566  
Bargaining Unit: 24

Any combination of training and experience that would likely provide the required knowledge and abilities including the knowledge of principles, methods and practices of human resources management is qualifying. A typical way to obtain the required knowledge and abilities would be: an educational level equivalent to graduation from an accredited college or university with a Bachelor's degree in industrial/organizational psychology, business or public administration, human resource administration, or a closely related field, and four years of progressively responsible professional level human resource experience.

## **OTHER CONDITIONS OF EMPLOYMENT**

This class specification generally describes the duties, responsibilities and characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential duties of a particular position will be identified and used in the hiring and selection process. This information will also be made available for review at the time of any recruitment for that position and at such other times as reasonably required.